

INSTRUCTIONS FOR PREPARATION OF  
REPORT ON REVIEW OF AUTOMOBILES AND CHAUFFEURS

Agency reports on planned changes in fleet size and replacements of cars will be submitted in the form of Exhibit 54-1. Separate reports (in duplicate) will be submitted for (a) each bureau (including comparable organizational units) which has separate appropriations or funds, and (b) the agency as a whole.

Description of column headings

Column 2 - D. C. area — Cars assigned to the Washington, D. C. metropolitan area for use primarily within that area.

Column 3 - Other metropolitan areas — Cars assigned primarily for use within metropolitan areas of cities of 100,000 or over.

Column 4 - Other U. S. — Cars assigned primarily for use in areas other than 2 or 3 above.

Column 5 - Outside U. S. — Cars assigned outside the continental U. S.

Line entries

Section A. Planned changes in fleet size.

Lines 1-5 — Report the Government-owned cars on hand (lines 1-3) and on order, other than replacements (line 4) on July 1. Line 5 equals 1 minus 2 minus 3 plus 4.

Line 6 — Total reductions in fleet. Enter the total number by which the fleet will be reduced during fiscal year 1954. Break down as follows:

6a(1) — By increased use of public transportation or taxicabs. Report the number of reductions made possible by such increased use.

6a(2) — By increased use of rented vehicles. Report the number of reductions made possible by such increased use.

6b — By better utilization. Report the number of reductions made possible by pooling or other steps taken to make fewer cars serve the same number of users.

6c — Because of decrease in activities. Report the number of reductions made possible by decreases in the activities of the agency.

- 2 -

6d — Other. Report the number of reductions made possible for reasons other than those covered in 6a, b or c. Please explain in an attachment to this report.

Line 7 — Additions required. Report the number of additions to the fleet required. Explain the need for such in an attachment to this report.

Line 8 — Inventory, June 30, 1954. Line 5 minus line 6, plus line 7.

Section B. Source of additional requirements. On the agency summary only, show a breakdown on lines 1-4 of additional requirements (line 7 of Section A) according to how it is expected the requirements will be met. Use line B4 for requirements that cannot be obtained by internal transfers, seizures, or purchases, and therefore (if possible) must be obtained from excess of other agencies.

Section C. Available for transfer to other agencies. Exclusive of any cars reported on line A2 and A3, report the number available for transfer to other agencies (line A6 minus line B1).

Additional Information

In addition to Exhibit 54-1 replies are requested to the following (break down 1, 2 and 3 by bureau):

1. How many cars were authorized by Congress for purchase by your agency in fiscal year 1954? To what extent will redistribution of cars within your agency reduce the need for purchases?
2. How many cars did the agency hire during the fiscal year 1953 for periods of 8 months or more? How many does it expect to hire in fiscal year 1954 for such periods?
3. How many chauffeurs does the agency currently have? How many are assigned (a) to individual officials and employees or (b) to pool, shuttle, or regular route service? How many chauffeur positions, currently filled, will the agency eliminate for the fiscal year 1954?
4. During the past two fiscal years how many cases of actual violations of the laws and regulations with respect to use of cars have been uncovered? How many of these were brought to the attention of the agency by outside sources? What corrective measures and disciplinary actions were taken?
5. What principles or standards in this field of automobile utilization and management are suggested for Government-wide use? What legislative proposals, if any, are suggested to permit a greater reduction in the number of cars of your agency, or to make possible greater economies in the use of cars?

## REPORT ON REVIEW OF AUTOMOBILES AND CHAUFFEURS

Agency \_\_\_\_\_

Bureau \_\_\_\_\_

	Total (1)	Within Continental U. S.			Outside U. S. (5)
		D. C. area (2)	Other met- ropolitan areas (3)	Other U. S. (4)	
A. Planned changes in fleet size					
1. Cars on hand, July 1, 1953.....					
2. Less excess or surplus awaiting disposal .....					
3. Less replaced cars on hand .....					
4. Additional cars on order .....					
5. Net cars on hand and on order, July 1, 1953 .....					
6. Less total reductions in fleet:					
a. By increased use of:					
(1) Public transportation or taxicabs .....					
(2) Rented vehicles .....					
b. By better utilization .....					
c. Because of decrease in activities .....					
d. Other .....					
7. Additions required .....					
8. Inventory, June 30, 1954 .....					
(The following will be shown only on agency summary)					
B. Source of additions required					
1. Transfers within agency .....		xxx	xxx	xxx	xxx
2. Seizures .....		xxx	xxx	xxx	xxx
3. Purchases .....		xxx	xxx	xxx	xxx
4. Other .....		xxx	xxx	xxx	xxx
C. Available for transfer to other agencies (A6 minus B1) .....		xxx	xxx	xxx	xxx